



## Quotation Advert

**Opening Date:** 17/02/2023  
**Closing Date:** 03/03/2023

**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** Mfundo Arnold Lushaba CHC  
**Province:** KwaZulu-Natal  
**Department of entity:** Department of Health  
**Division or section:** Central Supply Chain Management  
**Place where goods/  
service is required:** Mgayi Clinic  
**Date Submitted:** 16/02/2023

### ITEM CATEGORY AND DETAILS

**Quotation number:** ZNQ: /MAL/0287/23  
**Item Category:** Services  
**Item Description:** Renovation to patients rest rooms at Mgayi Clinic (Toilet, Painting, Doors and Urinal)  
**Quantity (if supplies):** AS PER ATTACHED SPECIFICATION

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Complusory Briefing  
**Date:** 23/02/2023  
**Time:** 10:00am  
**Venue:** Mgayi Clinic

QUOTES CAN BE COLLECTED FROM: DOWNLOAD ON WEBMASTER (NO COPIES WILL BE HANDED OUT ON SITE)

QUOTES SHOULD BE DELIVERED TO: Mfundo Arnold Lushaba Community Health Centre

### ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

**Name:** NOMBALI NDLOVU

**Email:** Nombali.ndlovu@kznhealth.gov.za

**Contact number:** 039 972 8254

**Finance Manager Name:** N. Baai **Finance Manager Signature** \_\_\_\_\_





**BIDDER'S DISCLOSURE**

**1 PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2 BIDDER'S DECLARATION**

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? YES / NO

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES / NO

2.2.1. If so, furnish particulars: \_\_\_\_\_

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES / NO

2.3.1. If so, furnish particulars: \_\_\_\_\_

**3 DECLARATION**

I, the undersigned, (name) \_\_\_\_\_ in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

NAME OF BIDDER	SIGNATURE	POSITION	DATE
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1. The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.  
 2. Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid/quotation documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

**1 Definitions**

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" means the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

**2 Application**

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3 General**

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

**4 Standards**

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5 Use of contract documents and information; inspection.**

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6 Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7 Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:  
(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or  
(b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8 Inspections, tests and analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9 Packing**

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10 Delivery and documents**

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

**11 Insurance**

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12 Transportation**

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13 Incidental services**

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14 Spare parts**

- As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- 14.1.
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15 Warranty**

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16 Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

**17 Prices**

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18 Contract amendments**

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19 Assignment**

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20 Subcontracts**

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21 Delays in the supplier's performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22 Penalties**
- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23 Termination for default**
- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24 Anti-dumping and countervailing duties and rights**
- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
- 25 Force Majeure**
- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26 Termination for insolvency**
- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27 Settlement of Disputes**
- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.



- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,  
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
(b) the purchaser shall pay the supplier any monies due the supplier.

**28 Limitation of liability**

- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;  
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29 Governing language**

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30 Applicable law**

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31 Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32 Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**33 National Industrial Participation (NIP) Programme**

- 33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34 Prohibition of Restrictive practices**

- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**SPECIAL CONDITIONS OF CONTRACT**

**1. AMENDMENT OF CONTRACT**

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

**2. CHANGE OF ADDRESS**

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

**3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION**

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
- (i) that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk;
  - (ii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

**4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.**

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

**5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS**

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**6. SAMPLES**

6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.

- (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.

6.2. **Samples must be made available when requested in writing or if stipulated on the document.**

- If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All (i) testing will be for the account of the bidder.

**7. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

(i) The institution has determined that a compulsory site meeting \_\_\_\_\_ take place.

(ii) Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ Place: \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official:  Full Name: _____  Signature: _____  Date: _____
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**8. STATEMENT OF SUPPLIES AND SERVICES**

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

**9. SUBMISSION AND COMPLETION OF SBD 6.1**

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

**10. TAX COMPLIANCE REQUIREMENTS**

- 10.1. In the event that the tax compliance status has failed on CSD, it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**11. TAX INVOICE**

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

**12. PATENT RIGHTS**

12.1. The supplier shall indemnify the KZN Department of Health (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**13. PENALTIES**

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

**14. TERMINATION FOR DEFAULT**

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
15. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

- 1.1. The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The applicable preference point system for this tender is the 80/20 preference point system.

1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4. The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{OR} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender

**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{OR} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{max}$  = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goal/s allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
	20	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm: \_\_\_\_\_
- 4.4. Company registration number: \_\_\_\_\_
- 4.5. TYPE OF COMPANY/ FIRM (tick applicable box)
- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company (Pty) Limited
  - Non-Profit Company
  - State Owned Company

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

\_\_\_\_\_  
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Umkhumbane Magistrate courthouse road, ward 19  
Postal address: private bag X07 Hibberdene 4220  
Tel: 033 972 61  
Email: thembinkosi.ngubeni@kznhealth.gov.za

Maintenance services

**DEPARTMENT OF HEALTH**

**PROVINCE OF KWAZULU-NATAL**

**PROJECT DISCRPTION:**

**Renovations to patients rest Rooms at Mgayi clinic**

**(Toilets, painting, doors, tilling, urinal, etc.)**

QUOTATION NUMBER:.....

REQUIRED CIDB GRADING: I SO & IGB - Above

**QUOTATION DOCUMENT**

**DEPARTMENT OF HEALTH**

**MFUNDO ARNOLD LUSHABA CHC**

**Project Leader: T.G NGUBENI**

**Telephone No: 083 245 0491**

Email: thembinkosi.ngubeni@kznhealth.gov.za

MINUTES OF SITE MEETING HELD ON:

Date: \_\_\_\_\_

Venue: \_\_\_\_\_

**1. Matter Discussed:**

- 1.1. Signing of attendance register and site inspection briefing certificate.
- 1.2. Handing out of quotation documents.
- 1.3. Completion of quotation documents.
  - 1.3.1. SBD 4
  - 1.3.2. SBD 6.1
  - 1.3.3. Form 9
  - 1.3.4. Bill of Quantities
- 1.4. Submission of required information.
  - 1.4.1. Documents as per page 3 of the specification.
- 1.5. Site visit and deliberations on specifications and requirements.
- 1.6. Bidders are compelled to re-visit the site for one-on-one clarification of measurements and requirements. Post Site Inspection Briefing certificate to be signed on day of re-visit.
- 1.7. No payment will be made for incomplete or poor quality of work.
- 1.8. Material list page to be completed for all quotation documents. Failure to attach signed and completed document will render the quotation as not valid.
- 1.9. Past poor performance of contractors.
  - 1.9.1. Contractors that have performed poorly in the past will not be considered.
  - 1.9.2. Contractors that have not completed previous projects fully will not be considered.
  - 1.9.3. Contractors will be referred to National Treasury as a defaulter to be listed on the Database of Restricted Suppliers.**

I, ..... from ..... do	
(Print Name)	(Name of Business)
Hereby acknowledge that I have read and understand the items discussed as laid out above and will ensure that the quotation price submitted will address all the requirements as stipulated.	
.....	..... / ..... / .....
Signature	Date



2. General matters during site visit:

2.1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.5. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.6. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.7. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.8. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.9. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.10. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**CERTIFICATE OF BIDDERS ATTENDANCE AT COMPULSORY  
SITE INSPECTION BRIEFING MEETING  
Mgayi Clinic**

QUOTATION NO.	DESCRIPTION	SITE INSPECTION DATE
ZNQ:	Renovations to patients rest Rooms at Mgayi clinic	

This is to certify that I \_\_\_\_\_

A representative of (Bidder) \_\_\_\_\_

Of Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Telefax No.: \_\_\_\_\_

Attended the Pre-Bid Site Briefing Meeting on (date) \_\_\_\_\_

And at the following venue (mark in appropriate block):

Mgayi Clinic

BIDDERS REPRESENTATIVE \_\_\_\_\_

DEPARTMENT REPRESENTATIVE \_\_\_\_\_

DEPARTMENTAL STAMP:

ENQUIRIES:..... REF:.....

CLOSING DATE:.....

CONTRACTOR: \_\_\_\_\_

1. On behalf of the KwaZulu-Natal Department of Health, we hereby invite you to quote for the above service
2. Your quotation must be submitted to the following address:

HAND DELIVERED

Mgayi Clinic	To be Placed in the Quotation Box
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In a sealed envelope, the front of the envelope being clearly endorsed with the Quotation Number ZNQ.....and the service type as stated above, not later than 11h00 on.....

3. The quotation shall be fully detailed as follows:
  - 3.1 Itemised list of additional Material/Spare parts required by the Contractor, showing costs and contracts mark-up.
  - 3.2 Labour hours, rate and total travelling costs.
  - 3.3 Kilometres, Rate and Total Travelling Cost (specify number of trips).
  - 3.4 Subsistence: Number of Days, Rate and Total Subsistence Costs.
4. Kindly complete the attached document and return all pages as per paragraph two above, each page being initialled by the Contractor's authorized signatory.
5. The Contractor's attention is drawn to the following, which under no circumstances will be acceptable and will result in the automatic disqualification of the quotation.
  - 5.1 Use of correcting fluid i.e. Tippex on the quotation documents.
  - 5.2 Faxed quotations
  - 5.3 Photocopies of quotations
  - 5.4 Incomplete quotation document including Bill of Quantities.
6. Only the original document, duly signed and completed in its entirety will be given any consideration.
7. Bidder to sign and date every page in acknowledgment that he/she has read and understood all the requirements contained in this document. Failure to do so will render your offer as non-responsive.

Mgayi clinic, Renovations to patients rest Rooms ZNQ:..... Bidder Signature.....5

**DOCUMENTATION TO BE SUBMITTED**

No.	Document Details	Doc. Type	Submitted	
			Yes	No
1.	Tax Clearance Certificate	Original		
2.	CIDB Registration <b>SO 1 &amp; GB 1 – above</b>	Certified Copy of Original		
3.	Company Registration Documents (CK)	Certified Copy of Original		
4.	B-BBEE Status Verification Certificate	Certified Copy of Original		
5.	Fully Completed and Signed Quotation Document	Original		
6.	SBD 4 Document Declaration Of Interest (Fully completed and signed)	Original		
7.	Bill of Quantities (fully priced for each item as listed)	Original		
8.	Central Supplier Database (CSD)Registration			
9.	Registration with Department of Labour Letter of Good Standing.	Certified Copy of Original		
10.	Certificates of qualified personnel (Trade tested plumber, painter and builder )	Certified Copy of Original		

PLEASE NOTE: FAILURE TO SUBMIT ANY OF THE DOCUMENTS AS REQUIRED IN THE TABLE ABOVE WILL RESULT IN THE OFFER BEING REGARDED AS NON-RESPONSIVE. A COVERING LETTER REFERRING TO THE DOCUMENT WHERE A SET OF THESE DOCUMENTS HAVE BEEN ATTACHED MUST BE ATTACHED TO EVERY OTHER QUOTATION DOCUMENT.

Mgayi clinic, Renovations to patients rest Rooms ZNQ:..... Bidder Signature.....6

1. **NOTES TO BIDDERS**

1.1 **GENERAL CONDITIONS AND PROCEDURES FOR PROCUREMENT**

The KwaZulu-Natal Treasury's General Conditions and Procedures for Procurement (ZNT 6 – September 2002), copies of which are available from the offices of the Head: Works (as well as at <http://www.kzntreasury.gov.za>), will apply.

1.2 **VISIT TO SITE**

Bidders are advised to visit the site before quoting in order to satisfy themselves as to the nature and full extent of the work to be done and the conditions generally affecting the execution of the contract. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.

1.3 **SUPERVISION**

The work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the contractor, who will be able and authorized to receive and carry out instructions on behalf of the contractor. A sufficient number of workers shall be employed at all times to ensure satisfactory progress of the work.

1.4 **PROTECTING AND MAKING GOOD**

The contractor shall allow for covering up and protecting, as necessary, from time to time, throughout the performance of the contract, all work liable to suffer damage and on completion clear away and make good any damage caused to the works by his negligence and shall be liable for all costs incurred in making good any such damage, to the satisfaction of the Head: Works.

The contractor shall allow for making good in all surrounding trades, which have been disturbed during alterations, repairs and renovations.

1.5 **RECLAIMABLE MATERIAL**

Reclaimable material will become the property of the contractor and who must allow for any credit in the quotation.

1.6 **COMPLIANCE**

All work must comply with the Local Authority regulations and National Building Regulations, as well as SABS specifications applicable to the work to be executed.

1.7 **LEAVE PERFECT**

The contractor shall at all times keep the site in a clean and tidy condition and on completion, remove all superfluous materials, debris, etc. and leave the premises in a thoroughly clean and perfect state, fit for occupation.

1.8 **ARRANGEMENT WITH OCCUPANTS**

The contractor shall arrange with the occupants of the buildings for access to the site/building to render the service and put the work in hand within twenty four (24) hours after being notified, telephonically or otherwise, of acceptance of the contractor's quotation.

1.9 **PRECAUTIONS TO PROTECT**

The contractor shall take all necessary precautions and steps to protect furniture and fittings in the building and on the site against damage and/or contamination.

1.10 **INDEMNITIES**

(a) The contractor shall indemnify the Head: Works against any claims of whatever nature arising from the contractor's activities and accept responsibility for all damage caused to property and persons as a result of such activities.

(b) The contractor shall indemnify his workers in terms of the Compensation for Occupational Injuries and Diseases Act.

**1.11 OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993**

By the submission of a quotation, any Tenderer will, if awarded the contract to which this quotation document relates, be deemed to be a mandatory as envisaged by Section 37(2) of the Act. As a mandatory the successful Tenderer will be deemed to be an employer in his/her/their own right with duties as prescribed in the Act and accordingly will be deemed to have agreed to be solely responsible for ensuring that in connection with the project to which this quotation document relates, all work will be performed and machinery and plant used in accordance with the Act. Should the successful Tenderer, for whatever reason be unable to perform as required by the Act, the successful Tenderer undertakes to inform the Employer accordingly.

**1.12 ESCALATION**

Bidders are advised that the contract with the successful tenderer will not be subject to the Contract Price Adjustment Provisions (CPAP) or any other escalation formula, and they are therefore to allow for any increases in the costs of labor, material, transport, etc. However, any statutory increase or decrease in Value-Added Tax will be for the account of the Province.

**1.13 GUARANTEE**

The successful tenderer shall guarantee that no faulty material or workmanship was used in the execution of services. Should the guarantee not be complied with, the State may, without prejudice to any other rights it may have, demand that the services be repaired without cost to the State.

**1.14 PENALTIES**

If the contractor fails to render the service within the period stipulated in the contract, the State shall have the right, in its sole discretion either to deduct as a penalty from the value of the contract sum an amount of one-fourteenth percent thereof per calendar day for the period of delay or to claim any damages or loss suffered in lieu of such penalty: provided that where beneficial use of the completed portion is enjoyed, penalty shall be applied to the value of the outstanding portion only.

**1.15 ALTERATIONS TO QUOTATION DOCUMENTS**

Any amendment or correction in the quotation document of a quoted amount/sum/rate or other entry must be effected only by deleting the incorrect entry and writing the correct amount/sum/rate entry just above it in INK. Each and every amendment/correction must be initialed by the signatory to the quotation.

The use of "TIPPEX" or any other similar substances to make corrections and/or alterations ANYWHERE in the quotation is NOT permitted and any quotation altered/amended in such a manner may be declared invalid or be disregarded.

**1.16 REGISTRATION ON THE PROVINCIAL SUPPLIERS DATABASE**

1. In terms of the KwaZulu-Natal Procurement Regulations promulgated in terms of Section 47 of the KwaZulu-Natal Procurement Act, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Provincial Suppliers Database.

2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzn-treasury.gov.za> or obtained by phoning the toll free number 0800 201 049. This number is also available for general enquiries relating to Provincial procurement.

3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Province may, without prejudice to any other legal rights or remedies it may have:

- 3.1 de-register the supplier from the Database,
- 3.2 cancel a tender or a contract awarded to such supplier,

and the supplier would become liable for any damages if a less favorable quotation is accepted or less favorable arrangements are made.

4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Provincial Suppliers Database, relating to changed circumstances.

**1.17 VALIDITY**

This quotation shall be valid for a period of sixty (60) calendar days calculated from the closing time specified.

**1.18 CONTRACT PERIOD**

The work shall be completed within fourteen days (14) from the date of the official order/letter of acceptance.

**1.19 PROPRIETARY MATERIALS**

Where the term "or other approved" is used in connection with proprietary materials or articles it is to be understood that approval shall at the sole discretion of the Head: Works.

Where brand or trade names are referred to in the extent of work/specification these shall indicate the quality and type of material or fitting required and no substitution of materials so specified will be permitted unless the authority of the Head: Works has been obtained *before tenders close*.

In all cases where the contractor takes delivery of, handles, stores, uses, applies and/or fixes any proprietary product he shall do so in strict accordance with the manufacturer's instructions after consultation with the manufacturer or his duly authorized representative.

**1.20 DEFINITION OF APPROVED, ETC.**

The term "approved" or "specified" where used in these extent of work/specifications shall mean approved or specified by the Head: Works. This term shall apply equally to the Head: Health.



## HEALTH AND SAFETY SPECIFICATION

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### OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993

#### EXTRACT FROM THE CONSTRUCTION REGULATIONS

1. **Scope:** This specification details the health and safety requirement with the Works.
2. **Interpretations :** Construction work is defined as: any work in connection with: -
  - a) The erection, maintenance, alteration, repair, demolition or dismantling of or addition to a building or any similar structure;
  - b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling; or
  - c) The moving of earth, clearing of land, the making of an excavation, piling or any similar type of work.
3. **General:** The Employer will take reasonable steps to ensure that the contractor's health and safety plan is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

#### Should the Contractor at any stage in the execution of the work-

- a) Fail to implement or maintain contractors' health and safety plan;
- b) Execute construction work which is not in accordance with contractors' health and safety plan; or
- c) Act in any way which may poses a threat to the health and safety of any person/s, **the Employer or employers' representative/agent will stop the Contractor from executing construction work.**

#### 4. **General Requirements**

- 4.1. **First Aid Equipment:** The Contractor shall provide for its employees an approved first aid box. The first aid box to be checked weekly by a responsible person, who shall be appointed by the Contractor.
- 4.2. **Reporting of incidents and /or injuries:**
  - 4.2.1. All incidents in respect of damage to Works, property or machinery or injury to persons, shall be reported by the Contractors Safety Officer or Site Representative to the Representative/agent by the quickest means possible.



- 4.2.2. A mandatory incident report form, containing full details of the incident, shall be completed and submitted to the representative/agent within (24) hours of the occurrence of the incident.
- 4.2.3. The representative/agent shall have the right to make all or any enquiries as to the cause and result of any such incident. The Contractor shall provide the representative/agent with full facilities for carrying out such enquiries.
- 4.3. **Danger Areas:** All danger areas shall be demarcated by the Contractor with appropriate tape and hazard notices to prevent unauthorized person/s entering the danger area.
- 4.4. **Hazard Notices:** The Contractor shall display hazard notices in all areas identified in the risk assessment as potentially hazardous.
- 4.5. **Personal Protective Clothing:** The Contractor shall provide the necessary personal protective clothing for his employees in hazardous areas, appropriate to the nature of the hazard identified in the risk assessment.
- a) **Hard Hats:**  
All employees of the Contractor shall wear hard hats in areas where appropriate hazard notices are displayed. Hard hats shall not be painted or otherwise defaced.
- b) **Eye Protection:**  
Suitable eye protection shall be worn in areas where appropriate hazard notices are displayed, or when grinding, chipping, breaking, drilling, arc welding, cutting with oxyacetylene equipment of similar activities are taking place.
- c) **Hearing Protection:**  
Suitable hearing protection shall be worn in areas where appropriate hazard notices are placed.
- d) **Foot Wear:**  
All employees of the Contractor shall wear undamaged, laced-up safety boots or safety shoes, suitable for the intended purpose, in prescribed areas where appropriate hazard notices are displayed.
- e) **Gloves:**  
All employees of the Contractors shall wear suitable gloves in all areas where appropriate hazard notices are displayed or when handling hot or hazardous materials or chemicals.
- 4.6. **Machine Guarding:** All power tools and machinery driven by belts, gears, ropes, chains, couplings and similar drives shall be adequately guarded. The Contractor shall prohibit the use of any equipment with a damaged, missing or inadequate guard.

**4.7. Ladders:**

4.7.1. Every ladder shall be:

- Of good construction, sound material and adequate strength and suitable to the purpose for which it is used (e.g. electricians shall use suitable insulated ladders),
- Fitted with non-skid devices at the bottom of the stiles or with hooks or similar devices at the tops of the stiles.

4.7.2. Except for extension ladders, no ladder shall be used which is longer than 4,5m and no ladder shall have its reach extended by tying together two or more ladders.

4.7.3. All ladders shall be inspected weekly and a log shall be kept of the inspections.

**4.8. Scaffold Framework:**

4.8.1. Scaffold standards shall be firmly supported and secured against displacement and shall be kept vertical.

4.8.2. No Contractor shall use, or cause to be used, any scaffold unless it is inspected by a competent person at least once a week and after inclement weather.

**4.9. Prevention of Uncontrolled Collapse:** The Contractor shall ensure that no structure or part of a structure is loaded in a manner that would render it unsafe.

**4.10. Electrical Equipment and Procedures Used by the Contractor:**

4.10.1. All electrical equipment to be inspected regularly by a qualified electrician, who shall be appointed by the Contractor and inspections to be logged.

4.10.2. The Contractor shall ensure that all his electrical equipment conforms to the operational and safety requirements.

4.10.3. All earth leakage units shall be tested at intervals of not more than one month and signed for by a qualified electrician.

**4.11. Indemnity of the Employer and his agents:** The annexure to this Contract Document contain a "Mandatory Form of Authority and Agreement in terms of Section 37 (2) of the Occupational Health and Safety Act, No, 85 of 1993 which agreement shall be entered into and duly signed by both the Employer and Contractor prior to the commencement with work. A copy of the signed agreement shall be included in the Contractors health and safety plan.



## TECHNICAL SPECIFICATION

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### 1. GENERAL

- 1.1. This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION, including the National Building Regulations SABS 0400 of 1990 as amended and the Occupational Health and Safety Act and Regulations, 85 of 1993.
- 1.2. Cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

### 2. SCOPE

- 2.1. The work to be carried out under this contract includes the supply, delivery, installation, connecting, testing and leaving in good service condition to the satisfaction of the Head of Department or his or her designee, the building maintenance, renovations, repairs and minor new works to KwaZulu-Natal Health Institutions as specified by the Head of Department or his or her designee.
- 2.2. Work to be done as per drawing.
- 2.3. Material as specified below.
- 2.4. Work to be done according to Standard preambles of Trade of the Department of Health.
- 2.5. No jack hammers to be used unless cleared by Maintenance Manager.
- 2.6. If unsure please contact Maintenance Manager before commencing with the work.
- 2.7. No cutting off cables (electrical or network) if not cleared by Maintenance Manager. Contractor will be responsible if any cables are cut without permission.
- 2.8. The work to be carried out in terms of this section of the project comprises the supply and installation of all the materials necessary, as per the Bill of Quantities and Drawings.
- 2.9. All work must be checked and approved by the Chief Artisan/ Foreman.
- 2.10. All workmanship will be done fully in accordance of the Occupational Health and Safety Act 85/1993, as amended.
- 2.11. All work to be carried out as per Department of Health - Standard Preambles to all trades, Rev 3-January 2009. **Contractors are advised to visit the site to acquaint themselves fully with the nature and full extent of the work involved. Claims on the grounds of insufficient information will not be entertained.**
- 2.12. Site to be cleared daily of building rubble and work area kept clean at all times.

### 3. REFERENCES

- 3.1. Where references have been made to specific brand names, these are read as **"OR OTHER APPROVED BY DEPARTMENT OF HEALTH, FACILITIES MANAGEMENT."**

#### 4. GENERAL SPECIFICATION:

##### Renovations to patients rest Rooms at Mgayi clinic

1. Erect safety barriers around construction site, including safety signs.
2. Remove 3 x toilet pans and stall urinal. Seal floors.
3. Install new toilets, cisterns, basins. Provide isolating valves (Ball-O-Stop) to each unit.
4. Install ceramic tiles behind basins and urinal.
5. Vacuum and de sludge pits and seal manholes.
6. Installation to include all pipes, fittings, sundries. Only SABS approved UG, S and V pipes and fittings to be used. System to be vented at highest points. All bends and junctions to have inspection eyes. No "Strap on Boss" clamps are to be used. All water supply pipes to be 15mm and 22mm copper.
7. Existing basin outlet to be connected to new installation.
8. Paint area where urinal has been removed.
9. Reinstate area. Repair concrete aprons and brickwork.
10. Supply and install stainless steel elbow action soap dispensers with bottles.
11. All works to be carried out by Qualified/Licenced Drain Layer.

Underground services exist within the construction area. Any damaged underground cables or pipes will be repaired at contractor's expense.

ALL WORKS TO BE CARRIED OUT BY QUALIFIED/LICENCED DRAINLAYERS. WINNING BIDDER TO SUPPLY PROOF. ARTISAN TO BE ON SITE AT ALL TIMES.

CHIEF ARTISAN TO BE INFORMED ONCE EXCAVATIONS HAVE BEEN DONE AND BEFORE BACKFILLING OF TRENCHES. CHIEF ARTISAN IS TO INSPECT SEPTIC TANK BEFORE CONCRETE SLAB IS CAST.

The Department of Health Standard Preamble to All Trades (Rev. 3 January 2009) applies throughout and must be read in conjunction with this document.

#### 5. **SCOPE OF WORKS**

These works consist of: -

- 5.2.1 Supply, delivery , install and **Renovations to patients rest Rooms at Mgayi clinic** Clinic
- 5.2.2 Removal and painting of doors
- 5.2.3 Installation of floor tilling and no hole hand wash basin
- 5.2.4 Connecting of water inlet and outlets piping
- 5.2.5 Commission and hand over in complete working order.

#### 5.2 **THE SITE**

The site is the Mgayi clinic situated at UGu District.

#### PROGRAM OF WORKS

The Offices are to remain in operation during these works, contractors are to plan, and allow for, the works to be performed so as to cause minimum disruption to services and or inconvenience to staff.



1. GENERAL

**PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR TWO (2) WEEKS.  
CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE  
THIS CONTRACT WITHIN THE STATED PERIOD.**

Time required for completion of this contract as specified from receipt of official order: -

Lead Time: One (1) Week  
Site Time: One (1) Weeks  
Total Time: Two (2) Weeks

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Name of Contractors

\_\_\_\_\_  
Contractor Name in block letters

\_\_\_\_\_  
Date

Contractors Stamp

**BILLS OF QUANTITIES**

**Renovations to patients rest Rooms at Mgayi clinic**

**Notes to Bidders:** All items to be priced fully inclusive of all charges, e.g. labour, scaffolding, materials, preparation, supplying, profit, installation, delivering, Transport etc. **including Value Added Tax.**

Item	Description	Unit	Qty	Rate	Total
	All danger areas shall be demarcated by the Contractor with appropriate tape/barriers and hazard notices to prevent unauthorized person/s entering the danger area.	Item			
1	Remove existing toilet stainless steel seat pans complete with flush cistern box and stainless steel hand wash basins.	Item	6		
2	Remove stainless steel urinal and demolish urinal supporting wall. Patch /plaster demolished area to flush with the existing plaster.	Units	1		
3	Supply and Install toilets seat pan and cisterns (As per spec) for both male and female, one and two respectively.	Unit	3		
4	Install basins (As per spec) for both male and female toilets	Unit	2		
5	Install urinal (as per spec) for male toilet where urinal was stationed.	Unit	2		
6	Prepare walls for tiling behind basins and urinal. Painted area must be chipped before tiling. Apply keying agent on all walls before applying new tiles.	M <sup>2</sup>	4		
7	<b>Wall tiling</b> Install (200x200mm) White ceramic wall tiles. (GRADE A). All corners to have PVC corner strips. Apply TAL FINE EPOXY GROUT to joints (White). Tiles must be fitted before installing basins and urinal. <b>(0.96 M<sup>2</sup> urinal and basins i.e. 1.2M depth x 0.8M wide)</b>	M <sup>2</sup>	3.84		
8	<b>Floor tiling</b> Prepare floor surfaces as per manufacturers specifications. <b>Remove all traces of existing fixative and floor polish. Additional chipping of floors to be undertaken. Bare concrete to be exposed.</b> Floors must be clean, dry and free from dust and loose particles. Lay floor tiles <b>300mm x 300mm 8.3mm – 8.5mm</b> full bodied Porcelain Tiles in compliance with UPEC specifications with joints varying from <b>3mm – 5mm</b> (Colour to be uniform light colour "Salt and Pepper" range). Colour: <b>M3375N.GRINO. Grade A.</b>	M <sup>2</sup>	22		
8	<b>Tile skirting</b> Fit matching tile skirting along walls (100mm high). Apply grout (beveled) to top of skirting and between skirting allow PVC edging strip.	M	48		
10	<b>Tile finishing</b> Clean and seal surfaces throughout according to manufacturer's specification. Apply TAL Fine Epoxy Grout (Colour: Light Grey)	M <sup>2</sup>	24		
11	Patch /plaster male toilet above window frame(150 x 45x 1000mm)	M <sup>2</sup>	0.007		

12	<p><b>Interior Walls</b>          Prepare and paint interior walls. 1 X coat of PLASCON Universal Undercoat and 2 x coats of PLASCON High Gloss Enamel.          COLOUR: Rice Paper          Dimensions: (2.5 W x 3.5L x 2.5H) plus (2,2L x 2.2Wx2.5H) Metres</p>	M <sup>2</sup>	82.5		
13	<p><b>Supply, deliver and install Exterior Doors</b>          Single door, wooden solid meranti, Z-braced, three coats of (SABS Approved) clear exterior grade polywax sealer finish containing an ultraviolet filter and a fungicide varnished be applied.</p>	Each	2		
14	<p><b>Exterior door locks</b>          3-lever mortice lock complete with spare keys union SABS approved.  <i>Door sample to be approved before installation</i></p>	Each	2		
15	<p><b>Supply, deliver and install interior Doors</b>          Replace existing doors and install salingna SD60 Horizontal slats with wide grooves. Original painted by Manufacturer, three stainless steel heavy duty hinges per door. Two hinges on top 50mm apart, one at the bottom.  <b>Each door Fitted separately with</b>          1. Union industrial Indicator bolts made of cast zinc, one year guarantee, finish satin chrome, size 66 x 41mm.          2. adjustable roller bolt catch stainless steel, reversible, length 76mm,depth 40mm, width 22mm  <i>Door lockers sample to be approved before installation</i></p>	Each	3		
17	<p><b>Preparing painting Steel window frames</b>          Chisel out Putty, Clean the Frame of any Remaining Putty. Painting of window frames by applying paint remover non-flammable, low wax content, and rinses off with water.          Clean the Glass and Refit to Window Frame, Apply new Putty And Painting Glazing Putty.</p>	Each	6		
17	<p><b>Painting of Steel window frames</b>          Apply PLASCON Galvogrip primer to bare surfaces. Apply 2 x coat of Universal Undercoat and 2 x coats of PLASCON High Gloss Enamel.          COLOUR: white          Dimensions : (540 x 950 mm) x4 (1050 x 1250 mm) x2</p>	Each	6		
18	<p><b>Window stays</b>          Replace all broken window stays with industrial heavy duty window stays</p>	Each	4		
19	<p><b>Replace missing/broken glasses</b>          Replace broken glasses with same thickness, glass must be frosted.          (440 x115mm) x1 and (275 x 440mm) x1</p>	Each	2		
20	<p><b>Preparing wooden Door frames</b>          Prepare for painting of doors and window frames by stripping all peeling paint and sanding with 100 grit then finish with 220 grit.          Allow to patch the door using wood filler</p>	Each	6		

21	<p><b>Painting of wooden Door frames</b>  Apply x 1 coat of PLASCON penetrating primer (pink UC 2) to bare surfaces.  Apply 2 x coat of Velvoglo non- drip enamel stain sheen off PLASCON High Gloss Enamel. COLOURS: white Guarantee: 12 years</p>	Each	6		
22	<p><b>Ceiling</b>  Prepare ceiling and paint with 2x coats of PLASCON Super Acrylic PVA.  Colour: White  Dimensions (2.5 x 3.5M) per room  Replace missing edge cover polystyrene cornice (2000 x 60 x60 mm)</p>	M <sup>2</sup>	18		
23	<p>Supply and install <b>stainless steel elbow action taps, soap dispensers with bottle, and all necessary connex</b>  <b>SPECIFICATION:</b> SERRA HI-SCRUB  <b>CODE:</b> SD1261</p>	Units	2		
	<p>Supply and install Stainless steel toilet roll holder wall mounted  <b>278 x 126 x130mm</b>  <b>CODE:</b> CL-00101</p>	Unit	3		
24	<p><b>Exterior Electrification</b>  Supply, install and replace the existing 2D light fittings with, Led flood light, mounting bracket, black in colour, 30W, 2100 Lumens ,IP65 box, temp 6000k, width 180mm , height 130mm, depth 34mm  <b>NB: all light fittings must be controlled 16A daylight.</b></p>	Unit	3		
25	<p><b>Interior Electrification</b>  Supply and replace the existing 2D light fittings with, LED fittings tubes with Frosted Cover tube. Double-insulated to Class II specification, brightest LED, 1200mm standard (4ft length) - <b>19 watts per tube</b>, 1860 lumens, Tube life expectancy - 50,000 hours. Colour - 4000K Neutral white Frosted Cover tube.</p>	Each	2		
26	<p><b>Barge, down pipes and fascia board</b>  Pressure cleaning all existing fascia board, barge board and down pipes.  Paint all fascia board &amp; barge board with <b>Matt water based plascon micatex white</b></p>	Unit	item		
27	<p><b>Cleaning of Roof</b>  Allow pressure cleaning of roof by using water pressure cleaner.</p>	M <sup>2</sup>	30		
28	<p><b>Painting of Roof</b>  Paint roof after cleaning using Plascon Nuroof cool <b>12 year guarantee paint</b>, low sheen appearance.</p>	M <sup>2</sup>	30		
<b>Total amount carried over to the Quotation Form</b>					



REFER TO STANDARD PREAMBLES BELOW

**Materials to be used**

TOILET and CISTERNS:

VAAL AQUASAVE LOW LEVEL SUITE. Code: 750151 (WHITE)

TOILET SEATS:

DPE A1- WHITE

MEDICAL BASIN

GEBERIT MEDICAL BASIN 60

BOTTLE TRAPS: COBRA 350 OR 345/50

WASTE FITTINGS: COBRA 308 (UNSLOTTED)

ELBOW ACTION TAP

COBRA 500-21B OR (Standard bib tap 206-15/106-15??)

75mm EXTENSION PIECES WITH FLANGE: COBRA 059-15

URINAL

VAAL "LAVATERA". CODE: 705426 (complete)

FLUSHMASTER: COBRA FJ6.000 including flush pipe

BOTTLE TRAP: COBRA 360 OR 365/50

Materials to be used

All pipe fittings (class 2), taps, traps, ext. must be COBRA

All sanitary ware must be VAAL

All 110mm, 50mm and water pipes to be SABS approved.

All fittings to be SABS approved

Supply 15mm CP Ball O Stop to each point (x6)

Paint

PLASCON Universal Undercoat

PLASCON High Gloss Enamel

a. **GENERAL**

- i. **MATERIALS:** - Proprietary materials where specified are to be of the brand specified or other approved by the Department.
- ii. All primers, emulsion paints, enamels, stains, varnishes, etc. are to comply with the relevant SABS Specifications.
- iii. Paints, etc, shall be suitable for application on the surfaces to which they are being applied and those used externally shall be of exterior quality or suitable for exterior use.
- iv. For any particular work the priming coat and subsequent coats of paint are to be executed with paints from the same manufacturer and in accordance with the manufacturer's instructions.
- v. The materials are to be brought to the site in unopened containers and no adulteration will be permitted, except thinners of a quantity and quality directed by the manufacturer.
- vi. The Department shall at all times be permitted to take samples for testing purposes from open containers of any brand of paint being used on the work.
- vii. All materials, if and when required by the Department, will be subject to tests by the South African Bureau of Standards, and the costs of such tests, should the material under test not meet the requirements of this specification, shall be borne by the Contractor.
- viii. Fillers and stoppings are to be suitable for use with the material being filled or stopped and to the approval of the Department.

**WALLS AND EXTERNAL TIMBER WORK**

- ix. All new and existing surfaces are to be thoroughly dry in the case of timber, and are to be cleaned of all dust, dirt, grease, oil, rust, scale, efflorescence, fungus, loose or flaking material, etc., rubbed down, stopped, filled, knotted and sanded smooth as required in accordance with the paint manufacturers recommendations and to the approval of the Department prior to the application of paints, etc.
- x. Woodwork to be painted shall have all knots and resinous areas treated with an approved knotting. The surface shall then be primed and all holes, etc. stopped and rubbed down smooth.
- xi. Woodwork to be oiled, stained, varnished, etc. shall be free of all stains, pencil marks and other surface discolorations and all holes, etc. stopped with tinted stopping and rubbed down smooth.
- xii. Previously distempered or lime washed surfaces to receive any other type of paint, are to have the existing distemper / lime wash completely removed by scraping or wire brushing and the surfaces treated with approved bonding liquid.
- xiii. Where existing paint film is in good condition any flaking or bared patches are to be properly feathered into the surrounding paint and spot primed as necessary.
- xiv. When existing paint film is in good condition any flaking or bared patches are to be properly feathered into the surrounding paint and spot primed as necessary.
- xv. When existing paint films are in poor condition and require to be removed completely, they are to be removed by means of wire brushing, paint remover, burning off, or other approved method. Paint removers shall be free of wax and caustic substances and shall preferably be of water soluble type. When burning off paint from wood, care must be taken to avoid charring the wood.
- xvi. The final state of preparatory work to existing decorated surfaces shall in all cases produce in the finished decorated surfaces a condition similar to new work.
- xvii. The Contractor will be held responsible for the proper and adequate preparation of the surfaces and any work which fails to meet the manufacturers recommendations must be made good at the Contractors expense to the satisfaction of the Department

## DRAINAGE AND PLUMBING

### GENERALLY:

The Standard Preambles for other trades, with reference to Excavations, Concrete, Brickwork and Plastering, and, in particular for the full description intent and Meaning of the classification for excavations, are to apply equally to this trade.

### LICENSED DRAINLAYERS AND PLUMBERS:

Only licensed drain layers shall be  
Employed on any drainage work and licensed plumbers on plumbing work

### SUBSOIL DRAINS

#### Unplasticised polyvinyl chloride (UPVC) slotted drainage pipes and fittings:

Be of approved manufacture jointed in accordance with the manufacturer's instructions.

#### Pitch-fibre perforated or slotted drainage pipes and fittings:

Shall comply with SANS

Specification 921 and shall be jointed in accordance with the manufacturer's instructions.

#### Filter fabric:

Shall be non-woven, spun bonded, needle punched and continuous  
Polyester fabric, resistant to the effects of alkalis, acids, saline solution and sunlight.

### CONCRETE BEDS AND ENCASEMENT TO DRAIN PIPES:

Where pipes are required to be bedded on concrete, the bed of concrete shall be Class B, a minimum of 500mm

Wider than the diameter of the pipe, laid to correct falls and levels with recesses formed in Same for pipe joints including all necessary formwork and any additional excavation. The Barrel of the pipe shall then be bedded on a thin cement mortar (1:3) bed and laid to falls. After jointing, the recesses previously formed shall be filled in with concrete Class B and the Haunching or surrounding completed.

Where pipes are fixed vertically they shall be encased in concrete Class B having a Minimum thickness of 150mm around the pipe and carried up to ground level and shall Include for any necessary formwork.

### PIPE LAYING:

All drain and sewer pipes are to be laid to a straight line to even  
Gradients and jointed in accordance with SANS Code of Practice 058 except in the case of Polyethylene or Unplasticised polyvinyl chloride drain and sewer piping which is to be in Accordance with SANS Code of Practice 01 12.

Before laying, each pipe shall be examined to ensure that the bore is clean and free of any Foreign matter and shall be tested for soundness by striking with a wooden mallet, and any Cracked or damaged pipes shall be rejected. Ends of all pipes must be clean before  
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Jointing. Immediately after jointing a tight fitting wad or scraper shall be drawn several times Through the bore of the pipe to ensure that it is left clean and free from obstructions. Whenever work is suspended, the open ends of pipes and junctions must be temporarily Plugged to prevent the entrance of rubbish during construction

### GULLEY TRAPS:

Gulley trap assemblies must be of the material specified with "P" or "S" trap, jointed to drain and with hopper head with vertical and side inlets, the head fitted With 190mm diameter cast iron gulley grating complying with SANS Specification 1115 laid Loose in socket. The trap, hopper head and vertical pipe shall be set on and encased in Concrete Class B having a minimum thickness of 150mm at any one part, carried up 75mm Above ground level as kerb, dished down to grating and finished on all exposed surfaces in 1:3 cement plaster with angles rounded, including necessary excavation and formwork.

**GREASE TRAPS:**

Grease trap assemblies of vitrified clay must consist of outlet junction Jointed to trap with side inlet. Access openings of trap and junction shall be fitted with Vitrified clay stoppers laid loose in socket of trap and set in bitumen in socket of junction. The trap and junction and vertical pipe shall be set on and encased in concrete Class B Having a minimum thickness of 150mm at any one part, carried up 75mm above ground Level as kerb, dished down to grating and finished, on all exposed surfaces in 1:3 cement Plaster with angles rounded, including necessary excavation and formwork.

**RODDING EYES:**

Where pipes are carried up in ramps for rodding eyes, the head of the Pipe at ground level must be fitted with an "A.B.C." cast iron cover and frame, complying With SANS Specification 746, jointed to pipe, the frame rebated for and including cover with raised letters "CE" cast on same, secured to frame with gun-metal screws and with the whole encased in concrete Class B having a minimum thickness of 150mm at any one part, Carried up 75mm above ground Level and finished on all exposed surfaces in 1:3 cement Plaster with angles rounded, including necessary excavation and formwork,

**INSPECTION EYE BLOCKS:**

Where inspection eye fittings are provided in pipelines, the Position of these inspection eyes must be registered and demarcated with concrete Class C. block size 300 x 300 x 50mm thick finished on all exposed surfaces with 1:3 cement Plaster with angles rounded and with sunk letters "I.E." formed in top and set in ground, Including necessary excavation and formwork.

**GRATINGS FOR GULLEYS AND STORMWATER DRAINS AND CAST IRON SURFACE BOXES AND MANHOLE COVERS AND FRAMES:**

Cast iron or Polymer gratings for Gulley's and storm water drains shall comply with SANS Specification 1115 and SANS 1882:2003 respectively.

Cast iron surface boxes and manhole covers and frames shall comply with SANS Specification 558.

All cast iron gratings, cast iron surface boxes and cast iron manhole covers and frame must Be coated with approved preservative solution before leaving the manufacturer's works. The masses stated are the combined mass of the grating and frame or the combined mass Of the cover and frame

**STORM WATER SUMPS, JUNCTION BOXES, MANHOLES, and INSPECTION CHAMBERS  
INSPECTION CHAMBERS AND VALVE CHAMBERS:**

Shall be of the internal size specified and are to be constructed of one brick sides, unless otherwise specified, built in 1:3 cement mortar on a 150mm thick concrete Class C bottom and finished on top with An 85mm thick pre-cast concrete Class C cover slab, reinforced as detailed and bedded in Cement mortar. The cover slab, except to junction boxes, is to have a rebated opening Formed in same, suitable for and fitted with a cast iron orating and frame, or cover and Frame, of the size and mass specified with the frame bedded in cement mortar. The bottom Of the sump, manhole, etc. and the exposed surfaces of the cover slab are to be finished Smooth in 1:3 cement plaster with angles rounded. The internal brick surfaces are to be Faced with smooth facing bricks and pointed with flush joints. Inspection chambers and manholes with an invert not exceeding 1m shall have an internal

Dimension of 470mm x 700mm and those exceeding 1m shall have an internal dimension of 920mm X 920mm. Where the invert of the hole exceeds 1m, a 150mm thick reinforced Concrete Class C corbel slab, reinforced as detailed, with opening size 470mm x 700mm Formed in same and finished smooth off the formwork, is to be built into the brick sides at a Height not exceeding 1, 5 inches above the concrete bottom with the reduced manhole Shaft built off the top of the corbel slab. Cast iron step irons spaced at 300mm staggered centres vertically are to be built into one side of all manholes with an invert exceeding 1m.

Where measured in number, rates for all sumps, manholes, etc. are to include for Excavating to the depths required, taking precautions against collapse of sides of Excavations, staging, ramming, pumping and baling to keep excavations free from water or Mud, filling around and ramming and depositing and levelling spoil on site or carted away As directed. Ends of pipes are to be built through the sides of the sumps, manholes, etc. And rates are to include for this

### **SOIL DRAIN MANHOLES AND INSPECTION CHAMBERS:**

Are to be of the internal Diameter and inverts specified and are to be constructed of pre-cast reinforced concrete Manhole ring sections with walls a minimum of 50mm thick, pre-cast reinforced concrete Cover slabs and spacer pieces complying with SANS Specification 677. The joints for the Ring sections shall be of the ogee type. The bottom shall be of concrete Class C-cast inside. The placing of the concrete bottom and benching shall be carried out in three stages with The initial stage being the laying of the concrete bottom projecting 100mm beyond the External diameter of the manhole on which is laid the inspection eye pipe, branches, etc. The second stage comprises the laying of concrete within the manhole to the height of the Pipes and around the perimeter of the bottom to a height of not less than 25mm above the Collar of the pipe at the highest end. This annular base is to be shuttered to provide a Horizontal setting for the first ring section which is to be firmly bedded in the wet concrete. The third stage comprises the laying of the benching within the initial ring section and Finished in 1:3 cement plaster with all angles rounded. Thereafter, the ring sections of the Required standard height are joined together to form the required depth, with all joints Primed with "Bituprime" and sealed with "Bit joint Putty". A 125mm thick pre-cast

Reinforced concrete cover slab, rebated on underside to suit ring sections and with opening Size 600mm x 600mm formed in same is to be bedded on top of the ring section. The shaft Above the cover slab is to be constructed of either pre-cast reinforced concrete spacer units To suit the type of cast iron cover and frame specified, or one brick kerb walls faced Internally with smooth facing bricks jointed with flush joints, and finished on top with an 85mm thick pre-cast concrete Class C cover slab, reinforced as detailed and bedded in Cement mortar with the exposed surfaces finished smooth in 1:3 cement plaster with all Angles rounded. The cover slab is to have a rebated opening formed in same suitable for And fitted with cast iron cover and frame of the size and mass specified, with the frame Bedded in cement mortar.

### **MANHOLECOVERS AND FRAMES:**

Cast iron, Concrete or Cultured Polymer covers and frames to be suitable for the area of usage.

### **SOAK PITS:**

Shall be of the lengths and widths specified and shall be a minimum of 900mm deep below the invert of the inlet pipe. A perforated pitch-fibre drainpipe, jointed to the inlet pipe and with other end capped, is to be laid level in a 19mm stone packing of a Minimum thickness of 15mm below and at sites of pipe and a minimum thickness of 150mm

Below the top of the pipe. The remainder of the soak pit is to be filled with stone graded

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From 50mm to 75mm, to a level of 50mm above the top of the pipe. The stone is to be Covered with corrugated asbestos cement sheets extending 150mm beyond the walls of the Soak pit all round. The trench shall be backfilled above the sheeting to a minimum depth of 300mm lightly rammed with the final 100mm of backfilling being approved topsoil from the Excavations.

### **SEPTIC TANKS:**

Shall be of the internal sizes specified and are to be constructed of one Brick sides built in 1:3 cement mortar on 150mm thick concrete Class C bottom laid to falls. A half brick baffle wall finished 75mm below underside of concrete cover slab and with opening size 150 x 150mm high formed in wall is to be built in 1:3 cement mortar on the Concrete bottom. A 115mm thick reinforced concrete Class C cover slab, reinforced as Detailed, is to be cast in-situ on removable formwork and is to have two openings formed in Same, each suitable either for and fitted with 600 x 450mm x 38 kg cast iron single seal Manhole cover and frame, or for the shaft of the inspection chamber built off the cover slab

In one, brick walls in 1:3 cement mortar with smooth face bricks internally, finished on top With 85mm thick pre-cast concrete Class C cover slab, reinforced as detailed and rebated For and fitted with 600 X 450mm X 38-kg cast iron single seal manhole cover and frame. The bottom and sides of the septic tank are to be finished in 1:3 cement plaster, 19mm Thick, with an approved waterproofing compound added, with all internal angles coved to 50mm radius. Inlet and outlet chambers attached at either end of the septic tank shall be

Size 600 x 450mm internally, of the depth required and each shall be constructed of one brick walls built in 1:3 cement mortar on a concrete Class C bottom 150mm thick, or where Extended above the top of the septic tank cover, built off the cover and finished on top with 85mm thick pre-cast concrete Class C cover slab, reinforced as detailed and bedded in Cement mortar with the exposed surfaces finished smooth in 1:3 cement plaster with angles Rounded. The cover slab is to have a rebated opening formed in same suitable for and fitted with a 600 x 450mm x 38 kg cast iron single seal manhole cover and frame. Chambers shall be provided with inspection eye pipes or bends, straight or curved channel

Sections, benched up to sides of chambers in concrete Class C, finished in 1:3 cement Plaster with all angles rounded. The inlet and outlet of the septic tank shall be formed of cast iron square junction piece with Tail-pipe extending 300mm below water level in tank, built in through end walls and jointed To channels in inlet and outlet chambers.

**TESTING OF DRAINS, MANHOLES AND INSPECTION CHAMBERS:**

All drains, manholes and inspection chambers with the exception of subsoil drains shall be constructed so as to be watertight. No trenches shall be backfilled or pipes encased in Concrete until the drains have been tested and approved. Any drains covered by the Contractor prior to testing shall be exposed at the Contractor's expense.

The Contractor shall give at least 24 hours' notice of any particular length between Manholes ready for testing. The drains shall not be tested until a period of 24 hours, or such other period as may be required, has been allowed for the pipe joints to set. The Contractor shall provide all necessary testing apparatus, expanding plugs, stoppers, water And any other materials and all labour that may be required for carrying out the tests. The whole of the drainage system shall be tested using one or more of **the following tests**

**(a) Visual test**

Each length of pipe shall be inspected for invert level grade, direction and Line. Internal inspection of the bore of the pipes shall be made using mirrors and a Powerful source of light. The drains must be free of invert lips and the bases of the Pipes must be straight.

**(b) Air test**

All openings in the drain shall be plugged and sealed and all associated Traps filled with water and air pumped into the drains until a monomeric pressure of 40mm is indicated, after which, without further pumping, the pressure shall not drop below 25mm for a period of at least 30 seconds.

After the entire drainage system has been completed, all plumbing fittings installed and permanently connected up, and traps filled with water, a final air test shall be applied to

The whole system. STANDARD PREAMBLES TO ALL TRADES 67

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**(c) Water test**

All openings-in the drain, except the highest one, shall be plugged and sealed and the drain filled with water so that every part of the system is tested under a Head of water of not less than 1.5m and not more than 3.5m. After allowing period of 10 minutes for initial absorption, the amount of water it shall be necessary to add to Maintain the water level over the next 15 minutes shall not exceed a rate of 25 litres for 100mm diameter pipe and 3, 75 litres for 150mm diameter pipe for 100m of drain and an Equivalent rate for larger drains.

In carrying out the water test, the head of water shall be obtained by providing temporary pipes, fittings, etc. wherever necessary or by such other method as may be approved.

In cases where the maximum head of water, owing to the gradient of the drains, would be exceeded in any section, inspection eyes at suitable intervals may be provided and the drain plugged, in order not to subject the lower portion of the drain to a greater head of water than that required. Drains must be free of air before testing.

**Manhole and Inspection Chamber test**

The inlet and outlet pipe hose shall be Plugged and sealed and the inspection chamber filled with water. After allowing the Water to stabilise due to absorption, the water level should not fall more than 5mm in 2 Hours.

**DEFECTS TO BE MADE GOOD:**

Should the drain system fail to withstand the above? Tests, all defects shall be made good and the tests repeated at the Contractor's expense until the whole system is sound and passed to the satisfaction of the Department. In making good, all defective parts shall be cut out and replaced with new. No patching of Pipes, joints or connections will be permitted

**BRICKWORK**

**SAND:**

Shall comply with the requirements of SANS Specification 1090, washed where Necessary and screened through a 2360 micro meter mesh sieve.

**CEMENT:**

Shall be Portland cement of normal setting quality complying with SANS

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Specification 471 or Portland cement 15 complying with SANS specification 831. Cement

Containing more than 15 % blast furnace slag will not be permitted to be used.

**LIME:**

Shall be hydrated lime complying with SANS Specification 523.

**WATER:**

Shall be clean and free from injurious amounts of acids, alkalis, and other Organic substances. If so required by the Department, the suitability of the water shall be proved by tests carried out by an approved laboratory.

**CEMENT MORTAR:**

Unless otherwise described, shall be composed of one part by Volume of cement to five parts by volume of sand.

**COMPO MORTAR:**

Unless otherwise described, shall be composed of one part by Volume of cement, one part by volume of lime to ten parts by volume of sand.

**STRENGTH MORTAR:**

Where required, shall be of the class specified and as defined in Table C-I of SANS Code of Practice 0164—Part I.

**MIXING OF MORTAR:**

The materials are to be mixed dry on a non-absorbent and close jointed timber or iron platform until the mixture is of uniform colour with water added and the Mixture turned over until the ingredients are thoroughly incorporated. No cement mortar that has once commenced to set will be allowed to be used. Mixing Platforms are to be cleaned and old mortar removed before any new batch of mortar is prepared for mixing. No mortar mixing by adding additional materials is permitted after 5 (Five) hours.

**TESTING OF STRENGTH MORTAR:**

During the time brickwork is being laid samples shall be taken of the mortar being used as shall be directed by the Department. A group of Three 70mm x 70mm x 70mm test cubes shall be made from each sample for testing at 28 Days of age. Each group test cubes shall be deemed to represent the whole of the batch. From which the sample was taken and shall be identifiable with the batch. The testing shall be undertaken by an independent firm or institution nominated by the Contractor to the approval of the Department. An item for the testing of mortar cubes has Been provided elsewhere in these Bills of Quantities.

**BURNT CLAY COMMON BRICKS:**

Shall comply with SANS Specification 227 and are to be good quality, sound, hard, well burnt bricks, uniform in size and shape. A sample load of bricks is to be approved by the Department and all subsequent loads are To be equal thereto.

**BRICKS FOR FOUNDATIONS:**

Are to be as above but extra hard burnt bricks. Reject facing bricks may be used in lieu of extra hard burnt foundation bricks provided they Are equal to a sample to be submitted to and approved by the Department. These bricks are also to be used for septic tank walls.

**BRICKWORK:**

Unless otherwise described is to be in burnt clay common bricks and Wherever practicable is to be in stretcher bond with the skins tied together with and Including galvanized crimped wire wall ties in accordance with SANS Specification 28. The Wire ties are to be of sufficient length to allow each end to be built into brickwork built into Every fourth course and spaced at 450mm staggered centres (seven ties per square Metre). The bricks are to be well wetted before being laid and the course of bricks laid last is to be well wetted before bedding the next course of bricks upon it. The brickwork is to Have all perpend flushed up solid and each course is to be laid on a solid bed of mortar. No false headers are to be used. Whole bricks are to be used except where bats or closers Are legitimately required to form bond. Unless otherwise described one brick walls are taken at a nominal thickness of 230mm. The joints of all walls to be plastered are to be raked out as the work proceeds to form key For plaster. All walls are to be carried up regularly so that no part is built more than 1,2m Higher than the adjoining walls. Mortar joints generally are not to exceed 10mm thickness unless otherwise indicated on the Drawings. If a specific brick scale is indicated on the drawings, either drawn or written, it must be adhered to

**COLLECTION SUMMARY**

**INSTITUTION:** *Mgayi clinic*  
**ADDRESS:**  
**PROJECT DESCRIPTION** *ZNQ: .....*  
*Renovations to patients rest*  
*Rooms at Mgayi clinic*

**NOTE:**

**THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR AND RETURNED TOGETHER WITH THE QUOTATION FORM.**

<i>Collection Summary PS 1</i>	<i>R</i>	
<b><i>SUB-TOTAL: CARRIED TO QUOTATION FORM</i></b>	<i>R</i>	

**1. SPECIFICATIONS**

- a. **Notes to Bidders:**
  - i. All work to be priced fully inclusive of all charges: VAT, labour, plant, profit, etc...
  - ii. The Department reserves the right to negotiate prices in the Bill of Quantities.
  - iii. All materials used in this contract shall be that which is specified. All material must be SABS approved. All material must be cleared by maintenance supervisor before installation.
  - iv. Contractors are advised to visit site to acquaint themselves with the site and the layout of the Institution as no claims on the grounds of ignorance of the locality/siting of the Institution will be entertained later. Measurements given must be treated as a guide.
  - v. Final measurements are the responsibility of the contractor and any discrepancy must be addressed with the Facility Manager prior to the submission of the quotation.
  - vi. Contractors are informed that living on the Institutions premises during the contract is not allowed and arrangements for accommodation will have to be allowed for by the contractor.
  - vii. Site will be kept clean at all times. Building rubble must be removed from site daily.
  - viii. Removal of redundant items must be done by the contractor and removal thereof must be approved by the Facility Manager.



**PREAMBLE TO THE SCHEDULE OF PRICES**

1. All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
2. The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
3. **The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.**
4. The prices quoted for the supply of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
7. Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Head: Works' "Representative".
8. The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialing next to the amendment.

Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.

# CONTRACTORS STAFF AND SUPPLIERS INFORMATION FORM

## Supplier information

<u>Company name</u>	<u>Contact person</u>	<u>Telephone No.</u>	<u>Supplier of</u>

## Sup contractor information

<u>Company name</u>	<u>Contact person</u>	<u>Telephone No.</u>	<u>Sub contract for</u>	<u>Name of responsible person on site</u>

## Contractor staff information as per registration with Department of Labour

<u>Name</u>	<u>ID Number</u>	<u>Salary number</u>	<u>Rank</u>	<u>Qualification</u>

# END-USER SPECIFICATION FORM

Quote Number: \_\_\_\_\_

Item Description: Renovations to patients rest room

Department/Section: Mgayi clinic Purpose of Item: compliance

**1. Pre-qualification criteria if any:**

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No:  
 Regulatory Body / certification required if Yes: \_\_\_\_\_

1.2. Is a compulsory site inspection / briefing session required? Yes / No  
 if Yes, specify: Date 08/02/23 Time 13.00 Place Mgayi Clinic

1.3. Is local production and content part of the quote? Yes / No  
 if Yes, specify: \_\_\_\_\_

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No  
 if Yes, specify: \_\_\_\_\_

1.5. Liability Cover insurance? Yes / No  
 if Yes, specify: \_\_\_\_\_

**2. What is the specification of the required item?**

List specifications to be advertised	Comment
1. See attached document	
2.	
3.	
4.	
5.	

**3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)**

3.1. Deadline for submission if Yes: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

or

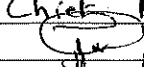
3.2. Specify that samples must be made available when requested in writing. Yes  or No

**4. Penalties to be noted by the suppliers:**

4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, **deduct from the contract price**, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

**5. What is the evaluation criteria / special terms and conditions to be advertised?**

List evaluation criteria / special terms and conditions to be advertised (if applicable)	
1. Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2. Administrative	Does the offer comply to stipulated administrative requirements?
3. Conformance:	Was the product made or service performed to specifications?
4. Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5. Features:	What characteristics does the product or service have?
6. Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7. Durability:	What is the useful life for the product? How will the product hold up under extended use?
8. Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9. Ability & Capacity	The ability and capacity of the vendor to execute the contract
10. Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	<u>I. G. Ngybeni</u>	Name of SCM Rep (in full)	
Designation / Rank (in full)	<u>Chief ARTISAN</u>	Designation/ Rank (in full)	
Signature		Signature	
Date	<u>31/01/2023</u>	Date	